

**Wayland Public Library Board of Library Trustees
Meeting Minutes – January 18, 2012 – Town Building**

Present: Library Director, A. Knight; Trustees: A. Gennis (chair), N. Jahnke, T. Thompson, S. Cartwright, L. Lipcon. Guest: Liz von Goeler

Call to Order: 8:10 a.m.

Public Comment -none

Minutes of 12/14/2011 were unanimously approved.

Financial/Statistical Reports Dec. circulation statistics were up, with Overdrive seeing a significant increase. Our e-collection is not large enough to meet growing demand. We may want to consider earmarking additional dollars to augment the collection. Knight and Gennis will meet with our Finance Committee liaison, Paul Grasso tomorrow to further discuss library budget.

Discussion of building improvements with Liz von Goeler Specs on rotunda lighting fixture is expected next week. There was discussion of lighting in circulation area and showcase lighting for bookcase shelving in rotunda. Liz will explore possibilities with eye to function and aesthetics. Liz is working on furniture and layout for rotunda. The area rug has been installed. New shelving and the shifting of materials should be completed on Friday. A major clean out of WPL materials in the freight shed is underway.

Draper and Hagenstein Gifts The trustees voted unanimously and gratefully to accept the gift to the library of Marian Draper and the gift to the Millennium Endowment Fund of WPL from Perry Hagenstein and to authorize Director Knight to sign the appropriate paperwork regarding these gifts.

Update on joint COA /Library feasibility study review Joint meeting will take place Jan. 23 at 6 p.m. at the CoA. Turkington will moderate. The purpose of the meeting will be to agree on the scope of services and to identify representatives to participate in selecting the design team. The Trustees confirmed space and program needs as expressed in the Tappe Library Program Review and Recommendations. Library should have a strong physical presence on the first floor of the building. Joint building should not compromise space needs or program of either organization. Trustees were asked to review GMI information and functions chart (Knight will distribute electronically) in preparation for this meeting.

Changes to parking lot entrance Don Ouellette from the DPW has proposed a possible new entrance for our parking lot, moving it further away from the intersection. Upon discussion, it was decided that this is a discussion best deferred until after the intersection work is completed and impact can be assessed.

Maximum fine revision The trustees voted unanimously to raise the maximum fine for a total number of delinquent items from \$10 to \$15. This will put us more in line with other libraries

Web Page: Ann Knight plans to move the current website to an easier to maintain Content Management System. Funds from the Friends and State Aid will be used to cover the cost.

Long Range Plan: Ann Knight is investigating costs for consultant services to help manage the Long Range Planning process.

Additional Meetings: Gennis proposed possibly adding additional Trustee meetings when agenda items dictate more time is needed for discussion or follow-up.

Remaining agenda items were tabled.

Adjournment at 10:45 a.m.

Respectfully submitted by Lynne Lipcon and Sally Cartwright

Referenced Documents:

1. Agenda of Meeting, 1/18/12
2. Minutes of Meeting, 12/14/11
3. Circ stats through 11/11
4. Summary Reports as of 2012 01 13.xls
5. Director's Report
6. Alternate A Driveway Relocation Library Parking document

Next Meetings:

Feb. 15 at 8:30 a.m. in Raytheon Room, WPL
March 21 at 8:30 a.m. in Raytheon Room, WPL
April 18 at 8:30 a.m. in Raytheon Room, WPL
May 16 at 8:30 a.m. in Raytheon Room, WPL

**Wayland Public Library Board of Library Trustees with Council on Aging
Meeting Minutes – January 23, 2012 – Town Building**

Present:

Library Director, A. Knight; Trustees: A. Gennis (chair), N. Jahnke, S. Cartwright, L. Lipcon, A. Heller. Council on Aging Director, J. Secord; Board: B. Soule (chair), B. Sterling, H. Onello, B. Willard, and D. Yurkofsky. S. Light, C. Martin. Selectwoman, S. Pope. Town Administrator, F. Turkington. Public Buildings Director, J. Moynihan.

Call to Order: 6:04 p.m.

Discussion of RFP scope of services for space utilization and site concept plans for joint WPL/CoA facility at Town Center municipal parcel. Need the plan to be tailored to fit the constraints of the pad. If that is not possible, need to understand what changes would be necessary (additional land, height variance, etc.) for the plan to be workable.

RFP went out Jan.5 with bids due by Jan. 26. It was suggested that the selected firm be advised that the firm may be hired for the next phase. Once a firm is selected, it will be important to convey our desire to replicate some aspect of the current library building. Check point meetings will be built in so that we do not get to the end of the \$15,000 expenditure with unknowns.

Designation of members of each committee to participate in selection of firm A. Knight, A. Gennis and A. Heller will represent the library. J. Secord, B. Sterling and one TBD will represent the CoA. They will work with Turkington and Moynihan to interview and select a firm. Moynihan will provide criteria against which to evaluate the candidates. Selection expected to be completed by Feb. 10th/ 12th. There will be a few scheduled meetings to review work of design firm. Upon completion of this plan, Turkington will ask for preliminary readings from Conservation Commission and Planning Board before filing for application of the deed. When a solid, viable plan is in place, it will be presented to the Board of Selectmen, Finance Committee, Conservation Commission and Planning Board for final approval. The Permanent Municipal Building Committee would then join the effort going forward and form this facility's building committee with WPL, CoA and at-large representation.

Discussion project schedule If a firm is engaged by early February, we can expect this project to be completed by late April. By that time, we will have a sense of whether a joint facility can be accommodated on the Town Center site as is or what zoning changes and permits would be required. If the plan is workable, Turkington suggests that a request could be submitted in October 2012 for \$150K to \$300K at the April 2013 Annual Town Meeting with funds used to bring the conceptual plan to schematic design and cost estimation. His aim would then be to ask for an appropriation to complete bid packages, construction documents in April 2014 and construct the building. This outlined timeline could mean a 2016 opening of a new joint facility.

Knight will research the current status of state grant money that might offset some of the cost of the library portion of the project.

Adjourned at 6:45 p.m.

Respectfully submitted by Lynne Lipcon.

Board of Library Trustees
Wednesday, February 15, 2012 8:30 a.m.
Raytheon Room, Wayland Public Library

Present: Library Director, A. Knight; Trustees: A. Gennis (chair), N. Jahnke, T. Thompson, S. Cartwright, A. Heller, L. Lipcon. Guest: Liz von Goeler, Sandy Raymond, Matt Amory, Pam McCuen

Call to Order: 9:37 a.m.

Public Comment -none

Minutes of 1/18 and 1/23/2012 were unanimously approved.

Discussion of lighting and furniture with Liz von Goeler John Moynihan has suggested that it is best to get quotes on the lighting package for rotunda. After installation, it can be determined if any additional lighting will be needed for shelving. von Goeler presented several furniture options and layouts. She will get back to us with a plan which takes into account today's feedback.

Update on joint COA Library feasibility study review John Moynihan has received 8 responses to RFP. WPL reps have given feedback. CoA feedback is nearly complete. John will make final choice. Trustees suggested that our preferences be prioritized and sent to him. Knight contacted MBLC regarding the availability of monies for library building projects and was told they do not expect the next grant round before 2015/2016.

Introduction of new staff members Sandy Raymond, Assistant Director, has been particularly helpful in creating new uses of space as we renovate. She has created a Chinese department and is working on reconfiguring space to create a Young Adult space. Pam McCuen, new Youth Services Librarian, is excited about outreach and increasing the presence of the Children's Room on the website. She has already (in 2 ½ days!) met with the high school's librarian. Matt Amory, Computer Specialist/Reference Librarian, has offered two well attended "e-evenings" to increase familiarity with electronic resources. He is interested in growing the on line collection and WPL's presence on Facebook

Long Range Planning Ann Knight has received 2 proposals for the development of WPL's strategic plan. Following a discussion of these proposals, it was moved and unanimously voted to accept the proposal of Sunny Vandermark. It was then moved and unanimously approved to appropriate the funds for this from state aid and Millennium Fund. The planning process will include input from staff, trustees, and a committee of community members. Ms. Vandermark will be invited to attend the next trustees' meeting.

Gossels Fund program for 2012 The program we had intended to book cannot perform in the small spaces available in the library. It was suggested that the black box theatre at the high school might be made available to us. Lynne will reconnect with Theatre Espresso to see if April / May dates are still available.

Financial/Statistical Reports Perry Hagenstein's bequest is pending the signing of distribution papers by the Commissioners of Trust Funds. The Finance Committee has appropriated additional funds for contractual services and for computers.

Trustees' reports and concerns Sally Cartwright will attend next meeting of the Wayland 375th Anniversary Committee. WPL will plan appropriate programming to augment the town's activities. *Wayland Reads* will remain a separate entity with its own theme.

As part of our new Long Range Plan, WPL will look to being strategic and intentional in updating the branding of all our communications. It would be helpful to have a member of the Long Range Planning committee who has some expertise in this area.

The Freegal Music Service is a download music service sold to libraries for free use by its registered cardholders. Following some discussion, the trustees requested that more information be obtained about Freegal's successes and failures in other local libraries.

Old business Millennium Fund Stewardship -- Aida Gennis met with town counsel, Mark Lanza, concerning the trustees' questions about fundraising for WPL. Lanza has a call into the AG's office for clarification on interpretation of laws governing this. Knight, Thompson and Gennis will try to meet with Lanza and encourage a more proactive approach.

NOTE: An additional meeting will be scheduled for either 2/28 at 3:00 p.m. or 2/29 at 8:30 a.m.

Adjournment at 11:10 a.m.

Respectfully submitted by Lynne Lipcon

Referenced Documents:

1. Agenda of Meeting, 2/15/12
2. Minutes of Meeting, 1/18 and 1/23/12
3. Circ stats through 2/10/12
4. Summary Reports as of 2012 02 14
5. Director's Report
6. Letter of Employment to Pamela McCuen from John Senchyshyn
7. Two proposals for Development of WPL Strategic Plan

Next Meetings:

Late February meeting TBD
March 21 at 8:30 a.m. in Raytheon Room, WPL
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May 16 at 8:30 a.m. in Raytheon Room, WPL

Board of Library Trustees
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Raytheon Room, Wayland Public Library

Present: Library Director, A. Knight; Trustees: A. Gennis (chair), N. Jahnke, T. Thompson, S. Cartwright, A. Heller, L. Lipcon. Guest: Liz von Goeler, Sandy Raymond, Matt Amory, Pam McCuen

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Adjournment at 11:10 a.m.

Respectfully submitted by Lynne Lipcon

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**Wayland Public Library Trustees Meeting
March 23, 2011 at 8:30 a.m.
Raytheon Room, Wayland Public Library**

Present: Library Director Ann Knight; Trustees Aida Gennis (chair), Anne Heller, Sally Cartwright, Thaddeus Thompson, Nan Jahnke

Absent: Trustee Lynne Lipcon

Call to Order: 8:40 a.m.

Public Comment: None.

Minutes of February 16, 2011, were accepted as submitted.

Statistics: Circulation remains level. Mrs. Knight noted a general two-year decline, and is doing some analysis. Budget is on track.

Electronic Media: Mrs. Knight noted that demand for audio books, e-books, and other digitally delivered materials currently outstrips supply, and that publishers' models for electronic delivery can be restrictive. A recent decision by the New York Times to limit online access to paid subscribers may have consequences for libraries, too.

Youth Services: Librarians April Mazza and Pam Sway gave an update on services in the Children's Room, previewed the summer reading programs, and discussed ideas for reconfiguring the space in the amphitheater for better safety and new uses.

Landscaping: Sarah Hubbell, Vice President of the Friends of the Wayland Public Library, reported the loss of several boxwood shrubs in the courtyard garden over the winter due to heavy snows. A larger reconsideration of the space is underway, and several local gardeners and landscape designers were suggested for advice.

Reconfiguration and Refurnishing of Main Floor: Mrs. Knight presented ideas for reconfiguring the area between the Circulation Desk and the Rotunda to accommodate new shelving for self-service holds. A motion was made to withdraw up to \$5,000 from the Draper Fund to purchase the necessary shelving, along with some new shelving for periodicals; it passed unanimously. Mrs. Knight also presented ideas for new seating in the Rotunda. Mrs. Gennis and Mr. Thompson agreed to work with Mrs. Knight and Library staff to pursue the ideas further.

Draper Fund: Mrs. Knight reported that Marian Draper's property at 39 Old Sudbury Road is now under agreement of sale, with title scheduled to pass on March 31, 2011. Under the terms of Ms. Draper's will, a portion of the proceeds of that sale will come to the Library's Draper Gift Fund.

Stewardship & Millennium Fund: The discussion of stewardship was tabled to a summer meeting.

Wayland Reads: Mrs. Cartwright, the Wayland Reads Committee Chair, reported that this year's Wayland Reads program is winding down and has gone well. Participation from the High School and in the Children's Room has been gratifying, and programming has been excellent.

Old Business: Mrs. Gennis reminded Trustees that Library bills and summary sheets are available for review at any time in Mr. Zebrowski's office; she will also have the summary sheets available at Trustees meetings going forward. Insurance valuation for the Library clock is still pending.

New Business: Trustees were reminded that Town Meeting will begin on Thursday, April 7, at 7:30 p.m. Trustees noted that our Library Custodian Florisvaldo Goncalves passed his citizenship exam in February and will become a U.S. citizen this spring. Mrs. Gennis will write a note of congratulations.

Adjournment: 11:00 a.m.

Referenced Documents:

1. Agenda of Meeting, March 23, 2011
2. Minutes of Meeting, February 16, 2011
3. Circulation statistics for February 2011
4. Financial Report, March 22, 2011

Next Meeting: Wednesday, April 20, 2011, 8:30 a.m., Raytheon Room, Wayland Public Library

Respectfully submitted by Nan Jahnke

Board of Library Trustees
Wednesday, April 18, 2012 8:30 a.m.
Wayland Public Library

Present: Library Director, A. Knight; Trustees: A. Gennis (chair), N. Jahnke, S. Cartwright, A. Heller, and L. Lipcon. Guest: L. von Goeler

Call to Order: 8:40 a.m.

Public Comment -none

Approved minutes of March 21, 2012 with two abstentions.

Discussion of lighting and furniture with Liz von Goeler. Lighting bid sheet will be given to Moynihan for OK to proceed with getting 3 vendor quotes. Trustees reviewed von Goeler's furniture and fabric suggestions, narrowing the selection. von Goeler will refine proposal and return to us.

Update on joint COA-Library feasibility study review There is no news. We have assurance from Turkington that WPL representative/s will have the chance to meet with architect.

Long Range Planning Report First community focus group will be next week. Cartwright and Gennis will attend the opening of that meeting. Consultant Vandermark will be giving feedback to trustees. A draft of Planning Survey was distributed and discussed. The survey will be available on line and in hard copy with wide distribution throughout town.

Staff in-service day for Long Range Planning The Library will be closed May 21 from 9:00 a.m. to 6:00 p.m. and open from 6:00 p.m. to 9:00 p.m. to accommodate a day long in-service training for all staff. State aid funds will cover the cost of lunch.

Financial/Statistical Reports Budget is on target. Will see an increase in Draper Fund line as check has been received. Circulation statistics are holding steady over past 3 months. There is growth in the circulation of electronic materials. People counter numbers are up over the last half of last year.

Trustees' reports and concerns Lipcon raised the question of securing the right program for the Gossels Program. It was determined that our original thought of Theatre Espresso might be better suited to a program celebrating Wayland's 375th in 2013-2014. Lipcon will put forth other ideas for this year.

Topics not reasonably anticipated by the chair 48 hours in advance of the meeting, if any None

Old business—Millennium Fund Stewardship Thompson and Knight met with Mark Lanza. WPL would need a separate organization to collect funds since the Millennium Fund is not a separate 501-c3. Discussion of how best to augment the fund while staying within guidelines was discussed and will be revisited.

Meeting adjourned: 11:29 a.m.

Respectfully submitted by Lynne Lipcon

Referenced Documents:

1. Agenda of Meeting, 4/18/12
2. Minutes of Meetings, 3/21/12
3. Circulation Statistics
4. Summary of Reports
5. Lighting Bid Sheet
6. Scope of Work Document for Lighting
7. Draft of Planning Survey

Next Meetings:

May 16 at 8:30 a.m. in Raytheon Room, WPL

June 20 at 8:30 a.m. in Raytheon Room, WPL

July 18 at 8:30 a.m. in Raytheon Room, WPL

Aug. 15 at 8:30 a.m. in Raytheon Room, WPL

WAYLAND BOARD OF LIBRARY TRUSTEES
Meeting Minutes – May 16, 2012
8:30 a.m. – Raytheon Room, Wayland Public Library

Present: Library Director, A. Knight; Trustees: A. Gennis (chair), A. Heller, S. Cartwright, N. Jahnke, T. Thompson; Assistant Library Director, S. Raymond.

Public Comment: None.

Minutes of April 18, 2012 Meeting were approved.

Financial/Statistical Reports: Budget is on track year-to-date. New town requirements for budget reporting are being met.

Election of Officers for 2012-2013: Voted unanimously.

Aida Gennis: Chairman

Sally Cartwright: Vice-chairman

Nan Jahnke: Secretary

Trustee Lipcon was recognized and thanked for her excellent job as secretary.

Sole Source Provider: The Trustees unanimously voted to reauthorize Overdrive Media, Inc. as sole source provider for audiobooks and ebook content for FY13. A request for approval will be sent to the town procurement manager, John Moynihan.

Update on Council on Aging/Library Feasibility Study Review: Architect, Kaffee Kang, toured the library with Director Knight to become familiar with the library's needs and priorities in a shared facility.

Long Range Plan and Survey: The Library will be closed on Monday, May 21, from 9 to 6, for staff to participate in the Long Range Planning process with consultant Sondra Vandermark. It will open for usual evening hours at 6 p.m. Lunch will be provided for the staff participants.

The "20 Questions" survey was reviewed and will be disseminated in as many media venues and locations as possible. Selectman and Town Board members will be specifically asked to complete the survey. There will be an on-line version and a very similar print version. The Wayland High School librarian will be asked to encourage the students to participate. Director Knight will investigate a pop-up request for the survey on the Library's webpage.

Wayland Reads Poetry 2013: Trustee Cartwright reported planning committee members are being gathered and the first meeting is scheduled for June 11 at 7 p.m. The Library's Poetry Group will be represented on the committee and is very enthusiastic about the poetry theme.

Summer Art Workshops: Director Knight would like to offer adult and teen art workshops over the summer. Instructors may include the Wayland High School art teacher, Janet Armantano, and Cecilia Sharma. Trustees voted unanimously to approve up to \$1600 from the Millennium Fund to support these programs.

Update on Rotunda: Bids for the new lighting are in process. Locations to see and sit in furniture possibilities will be investigated. Assistant Director Raymond explained plans for displaying periodicals in the rotunda. Trustees preferred the periodicals be displayed on the existing built-in shelving over adding stand alone display racks to the space. It was understood that the periodical collection would have to be trimmed in order to fit the space constraints. Raymond would like to reconfigure the current periodical space to a Young Adult area with comfortable seating and appropriate materials nearby.

Trustee Reports and Concerns:

Gossels Fund Program: Trustee Lipcon's previously offered possibilities for programs were discussed. Storyteller Valerie Tutson's program, "The Right to Liberty" was appealing. This program should be planned for the fall and help showcase the new rotunda space. Trustee Thompson suggested more contemporary topics could be explored for future programs.

Friends Garden: Trustees Heller and Gennis are working with the Friends' Sarah Hubbell and the Wayland Garden Club to do spring clean up of the area. The Wayland Garden Club will provide on-going maintenance of the garden, as specified in the club's by-laws.

Freight Shed: The Wayland Historic Commission is investigating adding a porch platform to the shed for historical accuracy.

New Selectmen: Trustee Gennis will invite newly elected Selectman to tour the Library and inquire about the new Library liaison on the Board.

Friends of the Library Representative: There has been an informal tradition of a member of the Board of Library Trustees attending the Friends' Steering Committee meetings as a liaison between the groups. A formal change to the Friends' by-laws will be voted at the next Friends Steering Committee meeting in June. This formalization of the relationship between the Board of Library Trustees and the Friends of the Library will more easily allow for matching gifts from corporations. Trustee Cartwright was appointed to serve as representative on the Friends Steering Committee, pending approval of the by-law change.

Old Business:

Ivy: Trustee Thompson will remind facilities manager, John Moynihan, about the need to trim the ivy around the gutters and window frames.

Fundraising: Trustee Thompson reported on a meeting with Town Council, Mark Lanza, concerning direct fundraising by Trustees. Trustees may serve on a separate fundraising committee but cannot directly fundraise as a group. The Millennium Fund stewardship letter may be sent without the direct request for donations to the fund.

Thompson continues to investigate possible donor database software. Donor Action is a new product we may be able to test for minimal cost.

Other: Trustee Gennis was very appreciative of books purchased in honor of her father.

Meeting Adjourned: 11:42 a.m.

Respectfully submitted by Sally Cartwright, May 26, 2012.

References Documents: Agenda of Meeting, May 16, 2012.
 Minutes of Meeting of April 18, 2012.
 Circulation Statistics
 Summary of Reports
 Director's Report
 Request for Approval of Overdrive Media, Inc.
 Revision of Friends of the Wayland Public Library By-laws
 Long Range Plan Print Survey
 WFPL Long Range Planning for 2012-2017 information packet for
Community Committee.

Next Meetings: June 20, 8:30 a.m., Raytheon Room, WPL
 July 18, 8:30 a.m., Raytheon Room, WPL
 August 15, 8:30 a.m., Raytheon Room, WPL

**Wayland Public Library
Board of Library Trustees
Minutes of Meeting June 20, 2012
Raytheon Room, Wayland Public Library**

Present: Library Director Ann Knight; Trustees Aida Gennis (chair, presiding), Sally Cartwright, Anne Heller, Nan Jahnke, Lynne Lipcon, Thaddeus Thompson

Call to Order: 8:38 a.m.

There was no public comment. Our interior design consultant, Elizabeth von Goeler, joined us for the meeting.

The minutes of May 16, 2012

The minutes of last month's trustees' meeting were approved.

Financial and Statistical Reports

Financials and statistical measures are on track.

Review of Invoices

The board agreed that it is not necessary that the library's invoices be available for trustees to review at each monthly board meeting. Rather, the invoices will be available at all times for trustees' inspection in the Administrative Assistant's office, and one trustee will check them before they are sent to the town treasurer for payment.

Interior Improvements: Rotunda Lighting

Ms. von Goeler presented three bids for a new central lighting fixture for the Rotunda to be manufactured to the Library's specifications. The bids were from Crenshaw Lighting of Floyd, Virginia, Custom Metalcraft of Boston, and ReflexLighting of Boston. The bids ranged from about \$11,000 to more than \$34,000 depending on finishes (paint vs. metal) and the number of rings of lights (one or two). After reviewing the drawbacks of using an off-the-shelf fixture, which would cost about \$10,000, the board decided that a single-ring, painted fixture would be both cost effective and aesthetically pleasing. Mrs. Cartwright made a motion, seconded by Mrs. Heller, to pursue the lowest-bid option, subject to final calculations of shipping, sales tax, etc.; the motion was approved unanimously.

Interior Improvements: Furniture and Upholstery

Ms. von Goeler presented more information on available furniture styles and fabrics for the sofas, chairs, coffee table, and laptop tables that will be purchased for the Rotunda, along with estimated costs. After a lengthy discussion of fabrics, chair shapes, arm caps, heights, clearances, finishes, cost, and so on, the trustees felt they had enough information to send a few trustees, along with some library staff representatives, to see samples of selected furnishings at the Boston Design Center. That trip was tentatively scheduled for June 28. Mrs. Lipcon made a motion, seconded by Mrs. Cartwright, that the trustees approve an expenditure of up to \$30,000 from the Draper Fund for the Rotunda furnishings; the motion was approved unanimously.

Update on COA/Library Feasibility Study Review

Mrs. Gennis reported that work continues to go forward on a joint review by the Library and the Council on Aging of a plan to move both programs to a new building to be built for them at the new Town Center. Recent architectural drawings show some promising uses of dedicated and shared space. However, the Conservation Commission has expressed concerns about locating a building of the imagined size on the current site given its proximity to the Sudbury River and wetlands. The architect and civil engineer are now looking closely at how to maximize setbacks.

Update on Long-Range Planning

Mrs. Knight reported that all public meetings for the Long-Range Plan have been held, and the public survey is scheduled to close by the end of the month. Our planning consultant, Sondra Vandermark, will summarize the results of those activities in a report in July, and will meet with the staff and trustee task force as drafting continues. The final plan will be finished by October 1, 2012.

Wayland Reads

Mrs. Cartwright reported that planning for Wayland Reads 2013 kicked off with a brainstorming meeting on June 11. The event, which will be held in spring 2013, will have a poetry theme.

Trustees Concerns: Stewardship and Communication

Mr. Thompson reported that he is drafting a letter of appreciation for donors and friends on behalf of the Trustees. The letter will review recent events and improvements to the library and invite people to come see the refurbished reading area in the Rotunda when it is completed. Mrs. Heller suggested that the letter be part of a wider communications effort to let the community know of library resources and events. Trustees agreed to begin with a letter to the Town Crier thanking residents who took part in the public meetings for the Long Range Plan, as well as those who took the Long-Range Plan survey.

Topics Not Reasonably Anticipated by the Chair 48 hours in Advance of the Meeting

- Mrs. Knight announced that Joe Nolan has been appointed to serve as the Board of Selectman's liaison to the Library.
- Mrs. Knight reported that a new town-wide automated phone answering system is in the works. After she expressed concern about losing the "live voice" when patrons call, the Trustees agreed that she and Mrs. Gennis would investigate how best to personalize the system for Library use.

Meeting Adjourned at 11:31 a.m.

Documents

1. Agenda of Meeting 06/20/12
2. Minutes of Meeting 05/16/12
3. Director's Report, 06/20/12
4. Financial Reports, 06/19/12
5. Circulation Statistics, May 2012
6. Three Bids for Central Lighting Fixture
 - a. Crenshaw Lighting, 05/16/12
 - b. Custom Metalcraft, 05/03/12
 - c. ReflexLighting, 06/14/12
7. Table: Rotunda Light Fixture Quote Summary, provided by Ms. von Goeler
8. Table: Proposed Costs and Rough Estimates for Rotunda Area Furniture, with a floor plan of the proposed arrangement, provided by Ms. von Goeler
9. Rotunda Furniture Proposal Schemes B and D, provided by Ms. von Goeler
10. Working plans of a joint Library and COA building for Town Center, Kang Associates, 06/18/12

Next Meetings

- July 18, 2012, at **8:00 a.m.** in the Raytheon Room, WPL
- August 15, 2012, at 8:30 a.m. in the Raytheon Room, WPL

Respectfully submitted by Nan Jahnke, secretary

**Wayland Public Library
Board of Library Trustees
Minutes of Meeting July 18, 2012
Raytheon Room, Wayland Public Library**

Present: Library Director Ann Knight; Trustees Aida Gennis (chair, presiding), Sally Cartwright, Nan Jahnke, Lynne Lipcon, Thaddeus Thompson; **Absent:** Anne Heller

Call to Order: 8:09 a.m.

Public Comment and Visitors

There was no public comment. Mr. John Moynihan, the Town Facilities Director, and Mr. Fred Turkington, Town Administrator joined the trustees for a portion of the meeting.

The Minutes of June 20, 2012

The minutes of last month's trustees' meeting were approved.

Financial and Statistical Reports

It was noted that FY2012 is now over and FY2013 has begun; excess payroll has been returned to the Town. Our FY2013 budget includes \$5,000 more than last year for supplies and small equipment, as recommended by the Town Treasurer. The board was pleased to note that Library circulation is up.

Interior Renovations: Rotunda Lighting and Furnishings

Mrs. Knight reported that Mr. Moynihan has ordered the chosen light fixture for the Rotunda from the low-bid vendor, Crenshaw Lighting. A modification to the "Greek key" design, involving a cut-out, will give the desired "two-ring" effect. The Town will assume the cost of the fixture under scheduled improvements; the cost will be around \$14,000.

A small group of trustees and staff made a visit to the Boston Design Center and other showrooms with our interior design consultant, Ms. von Goeler, during the month to look at furnishings under consideration for the Rotunda. One sofa group was deemed not comfortable enough for casual reading; chair heights and depths also received attention. Ms. von Goeler is now investigating new furniture.

Mrs. Knight reported that the magazine collection will be moved into the Rotunda in the fall. Modifications to the existing built-in shelving will have to be made first. A local cabinetmaker will come to look at the job toward the end of summer.

Update on COA/Library Feasibility Study Review

Mrs. Gennis and Mrs. Knight reported on a presentation on July 3, 2012, from Kang Associates, architects, to the joint Library and Council on Aging (COA) task force that is exploring the feasibility of sharing space in a new building at Town Center. Mr. Moynihan, and later Mr. Turkington, also joined the discussion. The task force reviewed floor plans for a two-story building, along with a site map indicating setbacks and parking configurations, which Mrs. Gennis distributed to the trustees for further study.

A brief consideration of the plans revealed a design that affords a good amount of first-floor space for both the Library and the COA, both dedicated and shared spaces on both floors, and 130 parking spaces available to both programs. The imagined design has a footprint somewhat larger than the 20,000-square-foot pad the Town Center developer has proposed to make available to the town; it might also be somewhat taller than is currently

allowed under the Master Special Permit for the site. These issues, and others, would have to be addressed if plans are to go forward.

The task force has nearly completed its work. The next step is for the boards of the Library and the COA to decide whether to ask the Selectmen to proceed with investigating the hurdles that would have to be cleared in order to construct a municipal building at Town Center that would house both the Library and the Council on Aging. Mrs. Gennis proposed that the trustees review the provided materials and meet twice more before our next regularly scheduled meeting to deliberate. The board agreed, and the meeting dates were scheduled for July 20 and July 30, 2012. A report from the task force, along with the two boards' recommendations, would then be made to the Selectmen on August 20, 2012.

Update on Long-Range Planning

Results of the public survey conducted as part of the Long-Range Planning Process are now available. Our planning consultant, Sondra Vandermark, is working on a draft of the plan. The planning process is going smoothly and we are ahead of schedule.

Chromebook User Policy

The board discussed the wording of a new User's Agreement for patrons checking out one of the Library's new Chromebooks for in-library use. Chromebooks are a type of portable personal computer. The regulations primarily concern length of loan (2-hour increments) and assumption of financial responsibility. The policy currently restricts usage to patrons 18 and older; staff will track requests from younger patrons to determine whether the age limit should be revised downward.

Phone Answering System

Mrs. Gennis reported that she has asked Mr. Turkington about customizing the Town's new automated phone answering system so that Library patrons can reach a staff member quickly.

Wayland Reads

There was nothing new to report about Wayland Reads, which will be presented next spring on a poetry theme.

Fundraising

A discussion of fundraising, which was scheduled under "Old Business" for this meeting, was tabled as time ran short.

Trustees' Concerns

There were no additional trustees' concerns.

Meeting Adjourned at 10:32 a.m.

Documents

1. Agenda of Meeting 07/18/12
2. Minutes of Meeting 06/20/12
3. Financial Reports, Summary Report FY2012
4. Circulation Statistics, June 2012
5. Floor plans, First Floor and Second Floor, Library/Senior Center, Kang Associates, 6/26/12
6. Site plan, Wayland Library/Senior Center, SK-1, DeVellis Zrein Inc., 6/20/12
7. Chromebook Use Agreement, Draft

Next Meetings

- July 20, 2012, at 3:00 p.m. in the Raytheon Room, WPL
- July 30, 2012, at 4:15 p.m. in the Raytheon Room, WPL
- August 15, 2012, at 8:30 a.m. in the Raytheon Room, WPL

Respectfully submitted by Nan Jahnke, Trustee, Board Secretary

**Wayland Public Library
Board of Library Trustees
Minutes of Meeting July 20, 2012
Raytheon Room, Wayland Public Library**

Present: Library Director Ann Knight; Trustees Aida Gennis (chair, presiding), Sally Cartwright, Nan Jahnke, Thaddeus Thompson; **Absent:** Anne Heller, Lynne Lipcon

Call to Order: 3:00 p.m.

Public Comment and Visitors

There was no public comment and no visitors.

Purpose of Meeting

This special meeting of the Board of Library Trustees was called (a) to review the schematic concept drawn by Kang Associates, Architects, for a proposed new building to house both the Library and the Council on Aging (COA) at Town Center and (b) to work toward a decision whether to endorse the concept. A second meeting to continue the discussion is scheduled for July 30, in advance of a meeting of the joint Library and COA task force, which is charged with exploring the feasibility of housing these two Town programs together in a single building. The task force's meeting is scheduled for August 1.

Space Needs

The main question under consideration at this meeting was whether the floor plans drawn by Kang Associates meet the space requirements of the Library's program. The Library's most recent program needs were first identified in the Library Program developed by the library staff and refined by LLB Architects in the early 2000s and refined and restated by Tappé Architects in 2011-2012. Mrs. Knight confirmed that the space needs identified by Tappé are satisfactory for a modern library program, if not especially generous.

Using space tables developed by Tappé and Kang, and comparing those with the floor plans drawn by Kang, the trustees determined that the proposed building does indeed meet the space requirements identified for all of the Library's program components (e.g., stack space, circulation desk, administrative offices, display cases, meeting space, computer servers, reading area, and so on). The availability of additional shared space with COA allows for some overflow and breathing room. Mrs. Gennis expressed concern that the building be designed in such a way that new program space can be found on the second floor should either the Library or the COA find they need more space in the future. The trustees agreed that Kang Associates have done a good job representing the Library's needs in the current plans.

Other Concerns

Having satisfied themselves that the Library's space needs would be met by a building like the one proposed by Kang Associates, the trustees then turned to other concerns.

State Funding

Mrs. Knight confirmed that the state Board of Library Commissions does not anticipate opening another round of state-funded grants for library construction until 2016 at the earliest. State reimbursements could total around 40 percent of the cost of building the Library's share of any new building, subject to certain design and building requirements. The Board of Library Commissioners currently maintains an approved waiting list of building projects that are scheduled for funding using the current bond funds. By the time the next grant round is opened, there will undoubtedly be pent-up demand for grants across the state.

Timing and Public Information

Timing issues came under discussion. If the Library and COA boards were to endorse a plan to build a shared building at Town Center, when should the plan go to the Town for approval? Could the project be well enough along to ask for design and development funds at the April 2013 Town Meeting? Who would make the case for a new building to the citizenry? How would the project be shepherded through various town boards and committees? What process of cooperation would the Library and COA engage in once the work of the joint feasibility task force is done?

Mr. Thompson, who will be away for our vote at the next meeting, expressed his opinion, saying he was intrigued by the Kang proposal and agreed that the plan addresses the deficiencies of the Library's current building. He would like to see a strong case statement built for a public information campaign, and suggested that the Library consider hosting public information meetings in the fall.

The Meeting Adjourned at 4:58 p.m. with an understanding that discussion would continue, and a vote would be taken, at our next special meeting, on Monday, July 30.

Documents

1. Floor plans, First Floor and Second Floor, Library/Senior Center, Kang Associates, 6/26/12
2. Site plan, Wayland Library/Senior Center, SK-1, DeVellis Zrein Inc., 6/20/12
3. Table, Town of Wayland Senior Center and Library Program, setting out areas dedicated to program requirements, Kang associates, 6/2/12
4. Table, Untitled, setting out program requirements in Tappé study, marked Jan. 2012

Next Meetings

- July 30, 2012, at 4:15 p.m. in the Raytheon Room, WPL
- August 15, 2012, at 8:30 a.m. in the Raytheon Room, WPL

Respectfully submitted by Nan Jahnke, Trustee, Board Secretary

**Wayland Public Library
Board of Library Trustees
Minutes of Meeting July 30, 2012
Raytheon Room, Wayland Public Library**

Present: Library Director Ann Knight; Trustees Aida Gennis (chair, presiding), Sally Cartwright, Anne Heller, Nan Jahnke, Lynne Lipcon; **Absent:** Thaddeus Thompson

Call to Order: 4:20 p.m.

Public Comment and Visitors

There was no public comment and no visitors.

Purpose of Meeting

This special meeting of the Board of Library Trustees was called (a) to continue discussion of plans drawn in conjunction with the Feasibility Study by Kang Associates, Architects, for a proposed new building to house both the Library and the Council on Aging (COA) at Town Center and (b) to vote whether to endorse the concept of such a shared facility, based on the proposed plan.

State Funding

In answer to a question, Mrs. Knight confirmed that all the money in the last round of state library construction grants has already been committed, and there is a waiting list. The state Board of Library Commissions does not anticipate opening another round of grants until 2016 at the earliest.

Space Needs

Mrs. Jahnke reviewed the findings of the board's recent special meeting for those who could not attend, noting especially that the spaces described in the Kang floor plans meet the space needs identified for the Library program. In answer to a question, it was noted that the footprint for the proposed building, i.e., the square footage of the first-floor space, is 25,225 square feet (the second-floor space comprises an additional 18,075 square feet). This footprint exceeds the 20,000-square-foot "municipal pad" that the developer has proposed to make available to the Town. Some negotiations, accommodation, and approvals may be required for the bigger footprint.

Strengths and Concerns

Mrs. Gennis led a discussion of strengths and concerns about the proposed shared building at Town Center. Among the many strengths mentioned were these:

- the satisfaction of the Library's long-recognized space and program needs
- the compatibility of the Library and COA programs
- the opportunity to build an important town community space in a vibrant new setting
- the opportunity to share costs and spaces to maximize Town funds and facilities
- the immediate availability of the parcel and ease of developing the necessary infrastructure
- the availability of adequate parking and safe traffic patterns for patrons

Among the concerns expressed were these:

- fondness for the beautiful old Library building

- the absence of state funding for the project
- uncertainty over whether Town Center will be a success
- how shared space would be scheduled
- how quickly to move toward construction

As the trustees weighed the strengths and concerns, a consensus emerged.

Vote to Move Forward

Mrs. Gennis moved that the Board support the idea of building a community center at the new Town Center with shared space for the Library and the Council on Aging, as presented in the Kang Feasibility Study of July 2012, and, further, that the Board ask the Selectmen to proceed with the appropriate boards, committees, and actions to explore next steps. Mrs. Cartwright seconded the motion, and those present unanimously approved it.

The Board's decision will be presented at a meeting of the joint Library and COA task force, which is charged with exploring the feasibility of housing these two Town programs together in a single building. The task force's meeting is scheduled for August 1.

The Meeting Adjourned at 5:54 p.m.

Documents

1. Agenda of Meeting, July 30, 2012
2. Floor plans, First Floor and Second Floor, Library/Senior Center, Kang Associates, 6/26/12
3. Site plan, Wayland Library/Senior Center, SK-1, DeVellis Zrein Inc., 6/20/12
4. Plan, Phase 1 Site Development, Wayland Town Center, RJ O'Connell & Associates

Next Meeting

- August 15, 2012, at 8:30 a.m. in the Raytheon Room, WPL

Respectfully submitted by Nan Jahnke, Trustee, Board Secretary

**Wayland Public Library
Board of Library Trustees
Minutes of Meeting August 15, 2012
Raytheon Room, Wayland Public Library**

Present: Library Director Ann Knight; Trustees Aida Gennis (chair, presiding), Sally Cartwright, Anne Heller, Nan Jahnke, Thaddeus Thompson; **Absent:** Lynne Lipcon

Call to Order: 8:36 a.m.

Public Comment and Visitors

There was no public comment. Mr. Joe Nolan, the Board of Selectmen's liaison to the Board of Library Trustees, joined the trustees for a portion of the meeting. Mr. Doug Leard and Mr. Ed Collins, who were elected to the Board of Selectmen in the spring, are expected to tour the Library in the coming weeks.

The Minutes of July 2012

The minutes of last month's trustees' meetings (July 18, July 20, and July 30, 2012) were approved unanimously.

Financial and Circulation Reports

A month into the new fiscal year, the Library's financials are on track. The board was pleased to note that Library circulation is up over last year and that circulation of digital materials through OverDrive has doubled in that time.

Interior Renovations: Rotunda Lighting and Furnishings

Mrs. Gennis reviewed recent renovations with Mr. Nolan, explaining that after repairs and rehabilitations were undertaken following the flood in 2010, the Library undertook some previously scheduled facilities maintenance. This has already included painting, carpeting, and plastering, and we are now in the process of refurbishing the Rotunda area as a reading room. The lighting fixture has been ordered from the vendor; because of its large diameter (7 feet) it will have to be partially assembled on site. Cost estimates for some chairs and sofas that had seemed appropriate for the room came in higher than hoped. Mrs. Gennis will ask Liz von Goeler, our design consultant, to keep looking. Mrs. Knight noted that the Library is eligible to participate in the Massachusetts Higher Education Consortium, a purchasing consortium that is sponsoring a vendor showcase in September; perhaps suitable furnishings can be located there. Mrs. Knight pointed out that the current furniture was last upholstered 25 years ago. The trustees agreed the Library has gotten its money's worth, and would like to see new furniture in place by the end of the year.

Mrs. Knight confirmed that Bob Thomason of Strictly Custom Woodworking, a local cabinetmaker who has done nice work for the Library in the past, has agreed to retrofit six of the curved display shelves in the Rotunda to hold magazines, at a cost of approximately \$2,940. The Friends of the Library will pay the 50 percent deposit and the balance will be paid from State Aid. The new shelves will be made of solid wood with an oak veneer, and will be stained to match the current shelving, in keeping with the historic features of the room. After the cabinet-work is done, most of the Library's current-issue magazines will be moved to the Rotunda, in keeping with its new reading room function.

Update on COA/Library Feasibility Study Review

The trustees reviewed with Mr. Nolan the idea of the Library sharing space with the Council on Aging in a proposed new building at Town Center. The trustees wanted to hear Mr. Nolan's thoughts in advance of the next

Board of Selectman's meeting, scheduled for August 20, when the Library and the Council on Aging will present their support for such an idea following their joint review of a feasibility study done by Kang Associates, Architects.

In the wide-ranging discussion, particular attention was paid to the following issues: the need for a new Library space; the complementarity of the Library and COA programs; the opportunities afforded by the collaboration (including maximizing building usage and attracting a wide range of visitors to Town Center); building size limitations imposed by the Master Special Permit; the unlikelihood of state reimbursement of construction costs; flooding potential; alternate uses for the preschool building currently occupying the site at Town Center; and alternate uses for the current Library building.

Mr. Nolan expressed support for the idea of a shared building at Town Center, along with concern about the timing of such a project, considering the need for discussion with the developer, approvals from Town boards, the Town's tax rate and outstanding bonds, and interest in other capital projects.

In regard to state reimbursements, Mrs. Knight explained that the state will not open another round of constructions grants until 2016 at the earliest. In any case, the state would most likely reimburse only about 40 percent of the cost of building of the Library's own, dedicated space in any shared building. Current schematics suggest such space would comprise about 40 percent of the total square footage; therefore any state reimbursement would be limited to about 40 percent of 40 percent of the total construction cost.

Mrs. Gennis will present the Library's case for shared space to the Selectmen on August 20, along with Betsy Soule, Chairman of the Board of the Council on Aging. Mrs. Gennis will ask for the Selectmen's endorsement of the concept, as well as their understanding of next steps to go forward.

Update on Long-Range Planning

The trustees brought Mr. Nolan up to date on our Long-Range Planning process. Community meetings are finished, survey results are in, and a draft is in progress. Our planning consultant, Sondra Vandermark, will meet again with the Staff and Trustee Task Force before formulating her final report. The Long-Range Planning Process is undertaken every five years both as good institutional practice and as a requirement for receiving state aid.

Wayland Reads

Mrs. Cartwright reported that the Wayland Reads Planning Committee will meet September 10. The program will be presented next spring and will have a poetry theme.

Trustees' Concerns

There were no additional trustees' concerns.

Unanticipated Topics

Mrs. Knight reported that she recently met Carl Hobert, a town resident and the founder of the Axis of Hope Center for International Conflict Prevention, based in Boston. She thinks Mr. Hobert might be a good candidate for a Gossels Fund program in winter. Mr. Thompson, who had also recently met Mr. Hobert, agreed. Mrs. Knight will send the trustees some information about the Center's work.

Old Business

The trustees returned to a discussion of stewardship that was first raised several months ago. Mr. Thompson is finalizing a letter to benefactors and friends updating them on recent Library renovations and upcoming programs. He is also exploring the utility of a new software called "Donor Action." Mrs. Heller is working on mailing lists. Mrs. Knight wondered if there would be interest in hosting a benefit concert for the Friends at the Library,

perhaps showcasing the a cappella group Bella Cappella. Mrs. Cartwright agreed to take the idea to the Friends. It was also agreed that Sarah Hubbell and Emily Weintraub, Chair and Vice Chair of the Friends, would be invited to our next trustee meeting.

The Meeting Adjourned at 11: 27 a.m.

Documents

1. Agenda of Meeting 08/15/12
2. Director's Report, 08/15/12
3. Financial Report, 08/14/12
4. Circulation Report, July 2012
5. Minutes of Meetings 07/18/12, 07/20/12, 0730/12
6. Proposal for Magazine Display, Strictly Custom Woodworking, 08/12/2012
7. Cost estimates for sofas and chairs, Bright Group, provided by Elizabeth von Goeler
8. Floor plans, First Floor and Second Floor, Library/Senior Center, Kang Associates, 6/26/12

Next Meetings

- September 19, 2012, at 8:30 a.m. in the Raytheon Room, Wayland Public Library
- October 17, 2012, at 8:30 a.m. in the Raytheon Room, Wayland Public Library
- November 14, 2012, at 8:30 a.m. in the Raytheon Room, Wayland Public Library
- December 19, 2012, at 8:30 a.m. in the Raytheon Room, Wayland Public Library

Note that some of the fall meeting times may be changed to 8 a.m. at a later time. Please also note that the November meeting is the second Wednesday of the month, an exception to the Board's usual third-Wednesday meeting schedule.

Respectfully submitted by Nan Jahnke, Trustee, Board Secretary

**Wayland Public Library
Board of Library Trustees
Minutes of Meeting August 20, 2012
Selectmen's Hearing Room, Wayland Town Building**

Present: Library Director Ann Knight; Trustees Aida Gennis (chair), Sally Cartwright, Anne Heller, Nan Jahnke
Absent: Lynne Lipcon, Thaddeus Thompson

Call to Order: 7:02 p.m.

Purpose of Meeting

Members of the Board of Library Trustees attended the regularly scheduled meeting of the Board of Selectmen in support of a presentation by Mrs. Gennis, with Ms. Betsy Soule, chairman of the board of the Council on Aging, of the feasibility study recently completed by the architectural firm Kang Associates. The Kang study assessed the feasibility of housing the programs of the Library and the Council on Aging (COA) in a shared building on the municipal parcel at the new Town Center. The joint presentation was the fourth item on the Selectmen's agenda for the evening; it began at 7:43 p.m., and it is the only item discussed in these minutes.

Library and COA Presentation

Mrs. Gennis; Ms. Soule; Mr. Bill Sterling, a COA Board member and architect; and Ms. Julie Secord, COA Director, presented themselves to the Selectmen.

Ms. Soule reviewed the goals of the feasibility study for the selectmen, highlighting three major ones:

- To determine whether the programs of the Library and the COA are compatible and could fit in a 40,000-square-foot space
- To determine whether a structure housing both the Library and a Senior Center could be sited on the municipal parcel available at Town Center
- To provide schematics showing how the Library and the COA might be given exclusive and shared spaces in such a building that would satisfy their programs' needs.

Ms. Soule said she was pleased to report that the Kang feasibility study had determined that the Library and the COA could coexist in a building of slightly more than 40,000 square feet, that such a building could be sited at Town Center, and that the two programs would work well together. She said the increase in dedicated space for the Council on Aging from its current 2,500 square feet at the Town Building to 5,500 square feet in a new building, plus the addition of shared space with the Library, would be very welcome to the many seniors, caregivers, and family members who use Wayland's senior services. She especially appreciated the opportunity for the COA to have more private spaces where seniors could consult with legal, medical, and insurance professionals. Ms. Soule also saw great potential for vibrant community-building in the siting of the Library, Senior Center, Town Green, and shops all in one location. She said she was thrilled and excited to bring the plan to the selectmen.

Mrs. Gennis seconded Ms. Soule's enthusiasm for the concept of co-tenancy at Town Center. She briefly reviewed the space limitations of the current Library at 5 Concord Road, including the small Children's Room and Meeting Room (Raytheon Room); the absence of a Young Adult space, quiet study areas, and group study space; and the overburdened staff areas. She also noted the building's vulnerability to flooding (a flood in 2010 closed the library for many months). Mrs. Gennis then briefly reviewed the Kang schematics for the selectmen, showing how Library and COA spaces might be allotted in a joint-tenanted building. She noted that in this schematic design, the Library would occupy 19,065 square feet, an increase over the 12,500 square feet currently available at 5 Concord Road; the COA would have 5,500 square feet; and the two programs would share 7,730 square feet of

common space. Among the shared spaces would be conference rooms and study spaces, space for computer servers and other technology, a large meeting space, a kitchen and a cyber café.

Mrs. Gennis adduced some advantages to co-tenancy at Town Center, both for the Library and the COA and for the town, including attracting Library patrons and seniors to Town Center businesses, attracting errand-goers and recreational users to the Library, encouraging intergenerational interactions in the shared building, and increasing the number of events and programs the Library and COA can offer. She said she sees a shared building as the kind of community center or “commons” that Wayland residents have often asked for.

Mrs. Gennis expressed some concerns about building at Town Center, especially these:

- The Master Special Permit for Town Center allows for a 40,000 square-foot municipal building, while Kang Associates felt the Library and COA programs required a minimum of 43,300 square feet; could the Master Special Permit be amended?
- The municipal parcel is very close to the Sudbury River; would flooding again be a concern?
- The Town owns the current Library building at 5 Concord Road; while the building no longer meets the Library’s needs, it is a beloved landmark. What uses might the selectmen see for it?

Mrs. Gennis asked for the Board of Selectmen’s support in pursuing the concept of a shared building for the Library and the Council on Aging at Town Center, and asked for guidance on how next to proceed.

Town Administrator’s Summary

Mr. Turkington, the Town Administrator, reviewed the history of Library and COA’s long-time planning for the selectmen; noted that 28 percent of the program space proposed in the schematics would be shared space; and clarified that next steps would include getting feedback from the Board of Selectmen, then initiating discussions with the Finance Committee, the Conservation Commission, and other boards and committees, perhaps leading to a request for funds for a detailed design and bid documents at a future Town Meeting. Any enlargement of the building beyond the 40,000 square feet allotted by the Master Special Permit would have to be approved at Town Meeting. He said the earliest the project could break ground would be summer 2014.

Cost Estimate

In response to a question from Mr. Ed Collins about the cost of building a combined Library and Senior Center on the Town Center site, Facilities Director John Moynihan estimated \$14 million in total project costs, based on the Kang schematics and similar recently bid projects. He added that the cost of design documents and the bid package would be about \$800,000.

Selectmen’s Remarks

Mr. Collins expressed enthusiasm for the collaborative nature of the venture, and asked about transportation options for seniors.

Mr. Joe Nolan said he is a strong advocate for the concept and feels it is the perfect fit for Town Center. He sees it as an investment in the community, but says he has fiscal reservations about starting the project too soon. He feels the Highway Garage project must come first, and suggests that the Library/COA project might have to wait until much of the new High School debt has been retired. He would like the Finance Committee to explain exactly what the project would do to Town taxes in different years. As for future uses of the current library building on Concord Road, Mr. Nolan feels the Town should look at both municipal uses and revenue-producing uses.

Mr. Steve Correia said he is a big proponent of the concept, noting that the building would bring life and energy to the Town Center. He feels the Town must do its due diligence by evaluating other spaces for the project, perhaps renovated space in the Town Building. He also would like to review parking more carefully.

Mr. Doug Leard also gave enthusiastic support to the idea of the project but asked whether the site at Town Center is any less vulnerable to flooding than the current library building on Concord Road, noting that Route 20 also flooded during the 2010 flood. When he asked what is being done to mitigate the threat of flooding at Concord Road, Mr. Moynihan said several engineering plans are under consideration. Mr. Leard also asked whether there were any restrictions on the use of the site dating from the time Raytheon owned it, and expressed concerns about the cost and tax impacts.

Mr. John Bladon, the board chairman, said he is also a big supporter of the concept, and is especially impressed with the way the Library and the COA maximized shared spaces, which will result in efficiencies for the town. He feels it is unclear whether the Town will want to move quickly on the project, given fiscal constraints, but he wishes the Library and the COA well going forward. He said the selectmen would discuss the project further and get back to the Library and the COA boards with next steps.

The discussion ended at 8:41, and the meeting of the Board of Library Trustees adjourned at that time.

Documents

1. Board of Library Trustees Agenda, August 20, 2012
2. Board of Selectmen Agenda, August 20, 2012
3. Large format floor plans, first floor and second floor, Library/Senior Center, Kang Associates, 6/26/12
4. Large format site plan for proposed building at proposed municipal site titled "Wayland Library/Senior Center," SK-1, DeVellis Zrein Inc., 6/20/12
5. Large format site plan of entire Town Center titled "Phase I Site Development Plan," prepared by RJ O'Connell Civil Engineers for Twenty Wayland LLC, issued for construction 9/23/11.

Next Meetings

- September 19, 2012, at 8:30 a.m. in the Raytheon Room, Wayland Public Library
- October 17, 2012, at 8:30 a.m. in the Raytheon Room, Wayland Public Library
- November 14, 2012, at 8:30 a.m. in the Raytheon Room, Wayland Public Library
- December 19, 2012, at 8:30 a.m. in the Raytheon Room, Wayland Public Library

Note that some of the Fall meeting times may be changed to 8 a.m. at a later time. Please also note that the November meeting is the second Wednesday of the month, an exception to the Board's usual third-Wednesday meeting schedule.

Respectfully submitted by Nan Jahnke, Trustee, Board Secretary

**Wayland Public Library
Board of Library Trustees
Minutes of Meeting September 19, 2012
Raytheon Room, Wayland Public Library**

Present: Library Director Ann Knight; Trustees Aida Gennis (chair, presiding), Sally Cartwright, Anne Heller, Nan Jahnke, Lynne Lipcon, Thaddeus Thompson

Call to Order: 8:38 a.m.

Public Comment and Visitors

There was no public comment. Ms. Rosemary Waltos, a building specialist with the Massachusetts Board of Library Commissioners, joined the trustees for a portion of the meeting, as did the Library's volunteer design consultant, Liz von Goeler, Town Facilities Director John Moynihan, and Town Administrator Fred Turkington.

The Minutes of Meetings in August 2012

The minutes of last month's trustees' meeting (August 15) were approved unanimously, as were the minutes of the Trustees appearance before the Board of Selectmen on August 20.

Financial and Circulation Reports

Two months into the new fiscal year, the Library's financials and circulation are on track.

Interior Renovations: Rotunda Lighting and Furnishings

Mrs. Von Goeler reported that work on the new light for the Rotunda reading room is moving forward after revisions to the shop drawings. Mrs. Knight reported that her assistant Jim Zebrowski will attend the vendor showcase of the Massachusetts Higher Education Consortium (MHEC) later this month. After discussion of a new plan for the central seating area of the Rotunda reading room, a review of chair styles and prices, and a consideration of coverings, the trustees chose seating and upholstery for the room. A decision on the purchase of side tables for laptop computers was set aside, pending a search for a vendor on a state or MHEC contract. Mrs. Gennis and Mrs. Knight will work with Mr. Moynihan to produce the proper bid and purchasing documents. The lighting will be purchased from Town funds; the furniture will be purchased through the Draper Fund. Delivery of the lighting and furnishings is now anticipated to be in late fall (lighting) and winter (furnishings).

Review of Opportunities for State Library Construction Grants

Ms. Waltos presented information on three Massachusetts towns whose libraries share space with town programs for seniors, as has been proposed in Wayland. The towns are Townshend, Mansfield, and Hanson. These joint-use arrangements have had mixed results, with problems sometimes arising over parking, storage areas, restrooms, and expansion space. The Board of Library Commissioners generally advocates for stand-alone library buildings.

Ms. Waltos also presented information on state library construction grants, which are available to towns periodically, after passage of bonds by the state legislature for the Massachusetts Public Library Construction Program. Towns may apply for construction grants for joint-use projects, as has been discussed for the Library and the Council on Aging in Wayland; in such cases funding is awarded on the portion of the building dedicated to library use as well as on a proportion of the space shared with the co-tenant(s). On average, library construction grants cover about 50% of eligible costs for the library space; community wealth is a factor in calculating the award amount.

There is no money available now for library construction. The Commonwealth is currently winding up funding under the last bond issue, which was in 2008; after that money is expended, there will be 11 approved projects still in the pipeline waiting for funding under the next bond issue, which Ms. Waltos said could be requested in FY2013. If that money is appropriated, new applicants, like Wayland – if approved – might expect planning and design funding (approximately \$40,000) in January 2015; construction funds might become available in June 2019 or July 2020, depending on the town's position on the priority list. Ms. Waltos provided a provisional timetable, which is attached.

The trustees were discouraged by the timetable and the contingencies it reflects. The Town has already completed a feasibility study for a new Library and Senior Center at Town Center, and the Library and Council on Aging have encouraged the Board of Selectmen to move forward on it. By Mr. Turkington's calculation, a state grant might cover \$3 million in construction costs, but seven or eight years seems a long time to wait, and there are costs associated with waiting. Ms. Waltos agreed to send further information for the trustees' consideration, including a list of requirements for state-funded library buildings, a list of exclusions from eligible costs (e.g., paving, landscaping, furnishings, fixtures, and equipment), and a list of factors used to rank projects for funding.

On an encouraging note, Ms. Waltos reported that new library buildings have a salutary effect on library services. According to studies, patron visits and circulation increase an average of 30% after a new library building is opened, and program attendance increases 90% (and that is after the expected "honeymoon" period).

Update on Proposed Library/Senior Center at Town Center

Mr. Turkington, Mr. Moynihan, Mrs. Gennis, Mrs. Heller, Mrs. Knight, Ms. Betsy Soule, Mrs. Julie Secord, and Mr. Bill Sterling will meet with Andy Irwin, chair of the Conservation Commission on September 24 to discuss any initial thoughts the Conservation Commission might have about the proposal to build a joint Library and Senior Center at Town Center.

In a related discussion about flooding concerns, Mr. Turkington explained that while early feasibility studies have included some preliminary civil engineering work at the site of the municipal pad at Town Center, further work would be part of the design phase of the project, if it goes forward. It is also possible to request a separate appropriation for civil engineering work before moving on to the design phase.

Trustees' Annual Report

On a motion by Mrs. Cartwright, seconded by Mr. Thompson, the Annual Report of the Board of Library Trustees for Fiscal Year 2012 was approved unanimously, as edited and amended at the meeting.

Long-Range Plan

On a motion by Mrs. Lipcon, seconded by Mrs. Cartwright, the Wayland Free Public Library Long Range/Strategic Plan FY2013-FY2018 was approved unanimously, as edited and amended at the meeting. It was suggested that the director report to the trustees on progress under the plan twice a year, and that online community surveys to gauge community satisfaction be done at the midpoint and end of the five-year plan period.

In reviewing the results of the community survey (which was conducted as part of the Long Range Planning process), trustees were struck by how often respondents expressed unfamiliarity with collections, programs, and services already offered at the Library. It was suggested that a "Did You Know?" communications campaign be undertaken to address this issue. On a related matter, Mrs. Jahnke offered to go through the survey results to pull community comments on building a new library for the trustees to review.

Wayland Reads

Mrs. Cartwright reported that the Wayland Reads Planning Committee has met a couple of times and that the project is coming along well. The Committee will present a town-wide poetry program in April.

Tabled Topics

A discussion of the Freading and Freegal programs was tabled to a later meeting because of time constraints, as was a discussion of new and revised library computer policies.

Unanticipated Topics

Mrs. Gennis reported that there may soon be a change in the state's guidance on when and how library trustees can solicit funds for their libraries. She will keep the trustees advised.

The Meeting Adjourned at 11:52 a.m.

Documents for This Meeting

1. Agenda of Meeting 09/19/12
2. Financial Report, 09/18/12
3. Circulation Report, August 2012
4. List of Proposed Dates for WPL Trustees Meetings, 2012-2013
5. Minutes of Meetings 08/15/12 and 08/20/12
6. "Possible P[lanning] & D[esign] & Const[ruction] [Rounds] Schedule," Massachusetts Board of Library Commissioners, from Rosemary Waltos
7. "Fireplace Seating Area Options," 09/19/12, showing possible furnishings and upholstery, along with sketches of seating arrangements and seating dimensions, from Liz von Goeler
8. "Rotunda Area Furniture, Proposed Costs, Rough Estimates, 9/19/12. From Liz von Goeler
9. Annual Report of the Board of Library Trustees for Fiscal Year 2012
10. Wayland Free Public Library Long Range/Strategic Plan FY2013-2018 with Appendices A-C
11. Floor plans, First Floor and Second Floor, Library/Senior Center, Kang Associates, 6/26/12
12. Site plan, Wayland Library/Senior Center, SK-1, DeVellis Zrein Inc., 6/20/12
13. Plan, Phase 1 Site Development, Wayland Town Center, RJ O'Connell & Associates

Next Meetings

- October 24, 2012, at 8:30 a.m. in the Selectmen's Meeting Room, Wayland Town Building
- November 14, 2012, at 8:30 a.m. in the Raytheon Room, Wayland Public Library
- December 19, 2012, at 8:30 a.m. in the Raytheon Room, Wayland Public Library
- January 16, 2013, at 8:30 a.m. in the Raytheon Room, Wayland Public Library
- February 20, 2013, at 8:30 a.m. in the Raytheon Room, Wayland Public Library
- March 20, 2013, at 8:30 a.m. in the Raytheon Room, Wayland Public Library
- April 17, 2013, at 8:30 a.m. in the Raytheon Room, Wayland Public Library
- May 15, 2013, at 8:30 a.m. in the Raytheon Room, Wayland Public Library

Please also note that the October and November meetings are exceptions to the Board's usual third-Wednesday meeting schedule. The October meeting date was changed at this meeting because of a conflict for the chair.

Respectfully submitted by Nan Jahnke, Trustee, Board Secretary

**Wayland Public Library
Board of Library Trustees
Minutes of Meeting October 24, 2012
Director's Office, Wayland Public Library**

Present: Library Director Ann Knight; Trustees Aida Gennis (chair, presiding), Sally Cartwright, Nan Jahnke, Lynne Lipcon, Thaddeus Thompson. Absent: Anne Heller

Call to Order: 8:34 a.m.

Public Comment and Visitors

There was no public comment. Ms. Carol Martin, the Finance Committee's liaison to the Library, joined the trustees for the budget portion of the meeting.

Minutes of Meeting September 19, 2012

The minutes of the trustees' meeting of September 19, 2012, were approved unanimously after several small corrections were made to the draft.

Financial and Circulation Reports

One quarter into the fiscal year, the Library's financials and circulation are on track.

Interior Renovations: Rotunda Furnishings

After having chosen furniture and upholstery fabrics for the Library Rotunda at the September meeting, the trustees were disappointed to learn that the final quote from the manufacturer, Bright Chair Company, was much higher than expected, nearly double the initial quote. A possible substitute line of furnishings, available from the Massachusetts Higher Education Consortium (MHEC), was considered without great enthusiasm. Liz von Goeler, the Library's volunteer design consultant, has agreed to keep looking. Delivery of furnishings is now anticipated no earlier than spring 2014.

Computer Use Policies

On a motion by Mrs. Gennis, seconded by Mrs. Cartwright, the trustees unanimously approved the draft "Chromebook Use Agreement" as submitted. The agreement governs patrons' use of the Library's notebook computers. A decision on the updated "Computer and Internet Use Policy," a broader document, was postponed pending further discussion of patron privacy issues.

Update on Proposed Library/Senior Center at Town Center

Mrs. Gennis reported on two recent meetings affecting the proposal to build a joint Library and Senior Center at Town Center.

- At an informal meeting on September 24, 2012, representatives from the Library and the Council on Aging (COA) met with representatives of the Conservation Commission to discuss how various conservation guidelines and restrictions might affect the proposed project. Of special concern were floodplain designations, river frontages, protection of wetlands, location of paved surfaces, and the potential for flooding at the municipal pad (i.e., the plot of land offered by the developer to the Town for the construction of a municipal building).

- At a meeting of the Council on Aging on October 23, 2012, the COA considered making a limited capital request to the Town for a revision of the existing schematic design for a shared Library and Senior Center at Town Center to address siting and conservation concerns.

After discussion, the trustees took the Conservation Commission's concerns and the COA's consideration under advisement.

FY 2014 Budget

Ms. Martin, who is new to the Finance Committee, introduced herself to the trustees. She then gave a brief budget forecast, noting that if all Town operations are level-service funded for FY2014 and revenues remain as projected, the Town will see a \$4 million shortfall. That deficit can be rectified either through a 10 percent tax increase or through cuts to the budget.

Hoping to avoid a tax increase, the Finance Committee has asked all Town departments to prepare two budget scenarios: a level-service budget and a budget reflecting a 10 percent cut, along with a list of prioritized cuts.

Mrs. Knight presented a draft of five different budget configurations for the Library in FY2014, representing a level-service budget at \$1,000,378, and four budgets with increasing cuts to 10 percent (at \$900,000). Among the prioritized cuts in these budget scenarios are reductions in staffing, programming, materials (from 16 % to 15%, still within state guidelines), supplies and computers, library publicity, reference and circulation services, morning hours, Sunday hours, and summer Saturday hours. In the 10 percent cut scenario, the Library would lose 2 FTE library clerks and all programming, and would need to close one weekday morning, all Sundays, and Saturdays in summer. The trustees will review the draft budget and vote on a final version at the November meeting.

Fundraising and Stewardship

Mrs. Gennis reported that the State Ethics Commission recently issued a formal advisory opinion that permits boards of trustees like ours to fundraise for their organizations. Certain guidelines apply, including a requirement to keep records of the names of all people solicited. Mrs. Gennis will discuss the opinion again with Town Counsel before the Board plans any fundraising events or issues any solicitations.

Wayland Reads

Mrs. Cartwright reported that Robert Pinsky, the poetry editor of *Slate* and onetime Poet Laureate of the United States, has agreed to be the featured presenter at the kickoff event for Wayland Reads on March 24, 2014. She thanked Art Jahnke for his help asking Mr. Pinsky to join us. Mrs. Cartwright noted that Wayland Reads is fortunate to have two poets working on its planning committee.

Tabled Topics

A discussion of the Freeding and Freegal programs was tabled to a later meeting because of time constraints, as was a discussion of funding for the Library's popular employment workshops.

Unanticipated Topics

It was noted that the property next door to the Library at 11 Concord Road is on the market at a reduced selling price. Trustees revisited the conclusions of a feasibility study, completed in 2004, that found that wetlands present at that location would greatly limit any expansion on that lot unless the house were removed, and that the lot was problematic for other reasons as well.

Mrs. Gennis directed the trustees' attention to the Massachusetts Library Trustees Association, which offers

resources for trustees statewide, including an online discussion board, and invited them consider joining it.

The Meeting Adjourned at 11:00 a.m.

Documents for This Meeting

1. Agenda of Meeting 10/24/12
2. Minutes of Meeting 09/19/12
3. Financial Report, 10/22/12
4. Circulation Report, September 2012
5. Furnishings quote titled "Wayland Public Library," Bright Chair Company, New York, dated 9/27/2012
6. Floor plan of proposed Rotunda seating titled "Hickory Leather Brevard"
7. Draft "Chromebook Use Agreement," undated, and updated "Computer and Internet Use Policy," 08/24/12
8. Site plan, Wayland Library/Senior Center, SK-1, DeVellis Zrein Inc., 6/20/12
9. Memorandum, Finance Committee to All Department Heads, titled "FY2014 Budget Guidelines, dated 10/04/12
10. "Draft WPL 2014 Budget Request," file dated 12[10]-24-12
11. Newspaper article, "Starting Budget Discussions Now," by Wayland Finance Committee, Wayland Town Crier, 10/18/12

Next Meetings

- November 14, 2012, at 8:30 a.m. in the Raytheon Room, Wayland Public Library
- December 19, 2012, at 8:30 a.m. in the Raytheon Room, Wayland Public Library
- January 16, 2013, at 8:30 a.m. in the Raytheon Room, Wayland Public Library
- February 20, 2013, at 8:30 a.m. in the Raytheon Room, Wayland Public Library
- March 20, 2013, at 8:30 a.m. in the Raytheon Room, Wayland Public Library
- April 17, 2013, at 8:30 a.m. in the Raytheon Room, Wayland Public Library
- May 15, 2013, at 8:30 a.m. in the Raytheon Room, Wayland Public Library

Please note that the November 14 meeting, the Board's next regular monthly meeting, is an exception to the usual third-Wednesday meeting schedule.

Respectfully submitted by Nan Jahnke, Trustee, Board Secretary

**Wayland Public Library
Board of Library Trustees
Minutes of Meeting November 7, 2012
Selectmen's Hearing Room, Town Building**

Present: Library Director Ann Knight; Trustees Aida Gennis (chair, presiding), Sally Cartwright, Anne Heller, Nan Jahnke, Lynne Lipcon, Thaddeus Thompson

Call to Order: 8:00 a.m.

Public Comment and Visitors

There was no public comment. Mr. Fred Turkington, Town Administrator, and Mr. John Moynihan, Town Facilities Manager, joined the trustees for most of the meeting.

Capital Request for a Library/COA Building Project at Town Center

The trustees met with Mr. Turkington and Mr. Moynihan to discuss whether to make a capital request to the Finance Committee for continued design work on a proposed Library/Senior Center building at Town Center, and if yes, in what amount.

The trustees had previously voted to move forward in its exploration of a shared building with the Council on Aging at Town Center. The chief question at this meeting was whether to ask for a limited "design revision" to the current schematics, to address environmental and conservation issues, or to ask for \$850,000 for a "full design," which would include elevations and floor plans, three cost estimates, and construction documents for bid. Related questions included whether the revision work would be duplicative of work ordinarily undertaken under a full design; whether a full design project could be halted at any time with all remaining money returned to the town; where the money would come from; and whether there is public interest and financial support for a new Library/Senior Center in the town.

Mr. Turkington and Mr. Moynihan explained the role of various town committees and bodies in such a project, including the role of the Finance Committee, the Permanent Municipal Building Committee, and Town Meeting.

No decision was made; rather, the trustees agreed to think about the matter and meet again at the end of the week.

Tabled Topics

A discussion of rotunda furnishings was set aside for a later meeting because of time constraints.

The Meeting Adjourned at 9:05 a.m.

Documents for This Meeting

1. Agenda of Meeting 11/07/12

Next Meeting

- *November 9, 2012, at 3:30 pm, in the Raytheon Room, Wayland Public Library*

Respectfully submitted by Nan Jahnke, Trustee, Board Secretary

**Wayland Public Library
Board of Library Trustees
Minutes of Meeting December 19, 2012
Raytheon Room, Wayland Public Library**

Present: Library Director Ann Knight; Trustees Aida Gennis (chair, presiding), Sally Cartwright, Anne Heller, Nan Jahnke, Lynne Lipcon, Thaddeus Thompson

Call to Order: 8:34 a.m.

Public Comment and Visitors

There were no visitors and no public comment. John Moynihan, the town facilities director, joined the trustees for a portion of the meeting.

Minutes of November meeting

The minutes of the trustees' meeting of November 19, 2012, were made available to trustees but were not voted upon as time ran short.

Circulation and Financials

Five months into the fiscal year, financials are on track. Circulation is up from October and ahead of last year; circulation of electronic materials available through Overdrive (e.g., e-books) continues to climb.

Rotunda Furnishings and Lighting

Mrs. Knight and Mrs. Gennis reported that they had made a trip to Burlington to evaluate the Burton James sofa that the trustees are considering for the Rotunda Reading Room and found it satisfactory. Several chairs and ottomans from Hickory Leather Company's Signature Collection were then considered to complete the furnishings for that room; satisfactory styles include Saluda, Burke, and Cooper, representing chairs in both 32" and 35" widths. The fabrication of the hanging light fixture for the Rotunda has been delayed pending resolution of issues involving the ceiling-mounted electrical box and the steel support beams in the attic.

Operating Budget

A copy of the final operating budget proposal, incorporating some changes to account for state library requirements, was distributed to trustees. The Library's operating budget hearing will be held sometime the third week of January.

Capital Request, Proposed Library/COA Building Project, and the Facilities Use Study

Mrs. Gennis brought the trustees up to date on recent discussions among members of the Board, the COA, and the Finance Committee concerning the timing of a joint WPL/COA capital request for the design of a Library and Senior Center at Town Center. A placeholder for \$850,000 in the proposed FY 2014 capital budget, which the trustees approved in November, will likely to be moved to FY 2015, so the Town can consider the results of a Facilities Use Study before voting on the request. The Facilities Use Study has been commissioned, but will not be completed until just before Town Meeting (scheduled for April 4) – too late for consideration this year.

Trustees considered whether to ask, instead, for \$50,000 for an interim site analysis and schematic, to clarify such issues as potential flooding, conservation restrictions, siting and massing, parking and zoning limits, soil contamination, traffic, and construction costs. Such a request could be contingent on the findings of the Facilities Use Study. Trustees also considered asking for just \$5,000, to firm up the cost estimate, currently figured at \$340/square foot, or about \$14 million.

Mr. Moynihan joined the meeting and confirmed Mrs. Gennis's understanding of the current thinking about the capital budget. As facilities director, Mr. Moynihan will present the \$850,000 capital request at the capital budget hearing, which is currently scheduled for the second week in January. Mrs. Knight and several of the trustees expect to attend the meeting as well.

Mr. Moynihan explained that the Facilities Use Study will examine three buildings (Town Building, the Library, and Fire Station 2) with an eye to determining whether they meet their occupants' program requirements, whether they can be used differently and more efficiently, and what repairs and maintenance will be required in coming years. The scope of the study may be enlarged to include other sites, and/or to specifically consider the best use of the municipal pad at Town Center. In answer to a question, Mr. Moynihan stated that the municipal pad has been figured into the wastewater plan for Town Center.

Mr. Moynihan gave Mrs. Knight preliminary guidance on what information the Facilities Use team will need from the Library, including a current program statement, floor plans, and a history of repairs. He stated that the Library currently has 16,000 square feet of space, of which 12,500 square feet are usable for program purposes.

Fundraising

Mrs. Gennis reported that the Town Attorney, Mark Lanza, is willing to write a memo confirming the trustees' ability to make a fundraising appeal on behalf of the Library, which the trustees would like to do in conjunction with this year's Gossels Program. She will ask Fred Turkington for approval for this expenditure. In the meantime, Mr. Thompson and Mrs. Lipcon will finalize the Gossels arrangements.

Wayland Reads

Mrs. Cartwright distributed information about the program for the spring Wayland Reads event, and confirmed that Robert Pinsky, onetime Poet Laureate of the United States, will read at the kick-off event on March 24.

The Meeting Adjourned at 10:27 a.m. so members of the board could attend a service for Dan Brown, a great friend of the Library and husband of former Library Director Louise Brown, who died on Sunday, December 16.

Documents for This Meeting

1. Agenda of Meeting 12/19/12
2. Minutes of Meeting 11/19/12
3. Director's Report, 12/16/12
4. Financial Report, 12/18/12
5. Circulation Report, November 2012
6. "Operating Budget Documents and Recommendations for Fiscal Year 2014 Submitted to the Finance Committee by the Board of Library Trustees," Nov. 29, 2012, with cover letter, Nov. 26, 2012
7. Signature Collection furniture catalogue from Hickory Leather Company
8. Flier: Wayland Reads Poetry 2013 Event List, List of Anchor Poems, and Publicity Plan
9. Pamphlet: Anchor Poems for Wayland Reads Poetry

Next Meetings

- January 16, 2013, at 8:30 a.m. in the Raytheon Room, Wayland Public Library
- February 20, 2013, at 8:30 a.m. in the Raytheon Room, Wayland Public Library
- March 20, 2013, at 8:30 a.m. in the Raytheon Room, Wayland Public Library
- April 17, 2013, at 8:30 a.m. in the Raytheon Room, Wayland Public Library
- May 15, 2013, at 8:30 a.m. in the Raytheon Room, Wayland Public Library

Respectfully submitted by Nan Jahnke, Trustee, Board Secretary